



IoTFile
Tracker

Tag. Track. Manage.



Tracker IoT LLC

Software, Tracking and Security Technologies



Experience designing and implementing document management solutions since 1984

Support for barcode and RFID (radio wave) file tracking technologies

Records management consulting

Electronic document management services and solutions



Immediate Return-on-Investment

Increased staff productivity and improved customer service

- At any given time between 3% and 5% of an organization's files are lost or misplaced – **Information Week**
- US Managers spend an average of 4 weeks a year searching for or waiting on mis-filed, mis-labeled, untracked or “lost” files – **Cuadra**
- 400 hours per year the average employee spends searching for paper documents – **Gartner Group**
- 40-60% of an office worker's time is spent handling paper, which translates to 20-45% of an organization's labor costs and 12-15% of an organization's expenses – **Inform Magazine**



Physical and Electronic Records Consulting

Records Management Consulting & Services

Physical Records



- Current Records Management Program Assessment
- Complete Records Life Cycle Analysis
 - > Active, Inactive, Archived, Vital, Destroyed
- Legal Research for Compliance
- Development of Records Classification Schema
- Development of Retention Schedules
- Information Maps
- Information Governance
- Policies & Supporting Procedures
- Record and Document Inventories and Purging
- Filing System Design and Procedures
- Archive System Design and Procedures

Records Management Consulting & Services

Electronic Records (ECM / EDRMS)



- Establish Record and Document-Type Definitions
 - > Reconcile Against Legal Compliance Guidelines
- Analyze Current Records to Determine Scanning Needs
- Establish Solution Schema for Day-Forward Operations
- Map Workflow Processes for Document Processing
- Analyze IT Requirements for Solution Deployment
- Electronic Document System Deployment Services
 - > Preparation of Documents for Scanning
 - > Scan and Index Documents, Files and Archives
 - > Quality Control and Performance Benchmarking
- Design and Deploy Turn-Key Electronic Records System
- Complete Deployment and Training Services



Preparation of Documents and File for Scanning-Digitization

Preparation of Documents and Records for Scanning and Indexing (Document Prep)



- Pull records from storage systems and offices
- Remove staples and paper clips from documents
- Smooth out corners and folds/bends in documents to make the documents ready for high-speed scanners
- Organize/sequence documents to produce electronic records, after documents are scanned, based on document-types and the sequence of documents for each document-type
- Place separator sheets or barcoded separator sheets for each document type to automate sequencing of scanned documents by document-type
- Route documents and empty folders to scan stations so that documents can be rapidly scanned
- Re-insert documents to folders and return to storage or their primary and current location

Scan / Digitize Documents



- Load prep-ready documents to high speed scanners for batch scanning
- Auto-organize documents based on document-type, utilizing separator sheets / barcode separator sheets
- Interpret scanned documents for indexing purposes
- Utilize a record-to-record (folder-to-folder) reconciliation of folder documents being scanned, to folder indexing data that resides in an existing backend database software application and apply indexing data
- Manually enter data for folder index fields and/or document index fields as may be required, if data cannot be pulled from an existing backend software
- Provide Quality Control procedures to ensure that legacy physical records are properly digitized/indexed
- Upload digital documents and indexing data to the electronic document management system



Implement Turn-Key Electronic Records Management Systems

Electronic Document Management Solutions (EDMS)



- Our proprietary file management system enables seamless management of both physical and electronic records without requiring 3rd party EDMS solutions
- We also support and have skills fully implementing a leading U.S.A. EDMS solution that can be utilized stand-alone, or, integrated with our physical file management system, that has been implemented for many U.S. federal, state and local government entities for over forty-five (45) years
- We understand that sometimes budgets can be an issue, and a lower cost EDMS solution is required. We also support a leading 3rd party EDMS solution with extensive, successful government and commercial EDMS deployments globally



Physical Records Management

Documents - Files - Archives



Folios / Documents



Files



Archives

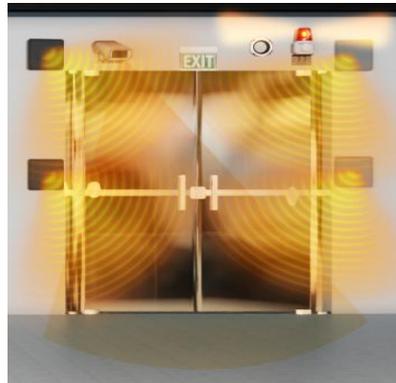
IoTFileTracker enables management, tracking and location of documents, files and archives through parent-child database relationships for full life-cycle records management. Fully Integrates with electronic document management solutions.

Barcode-Enabled Records Management



- Check-out and Check-in with USB scanners
- Mobile scanner to scan shelf or drawer locations and the folders or boxes going onto a shelf or within a drawer to know exact folder and box locations
- Scan folders to archive boxes at time of archiving with USB and/or mobile scanners
- Inventory and trace files with mobile scanner

RFID-Enabled Records Management



- RFID labels can be placed on documents, folders and archives
- RFID labels are detected with USB scanners, mobile scanners, tablets and networked antennas
- Location data automatically updates database / server
- System is available to User workstations, laptops, tablets and phones
- Enables 'real-time' tracking and many labels detected all-at-once from a distance



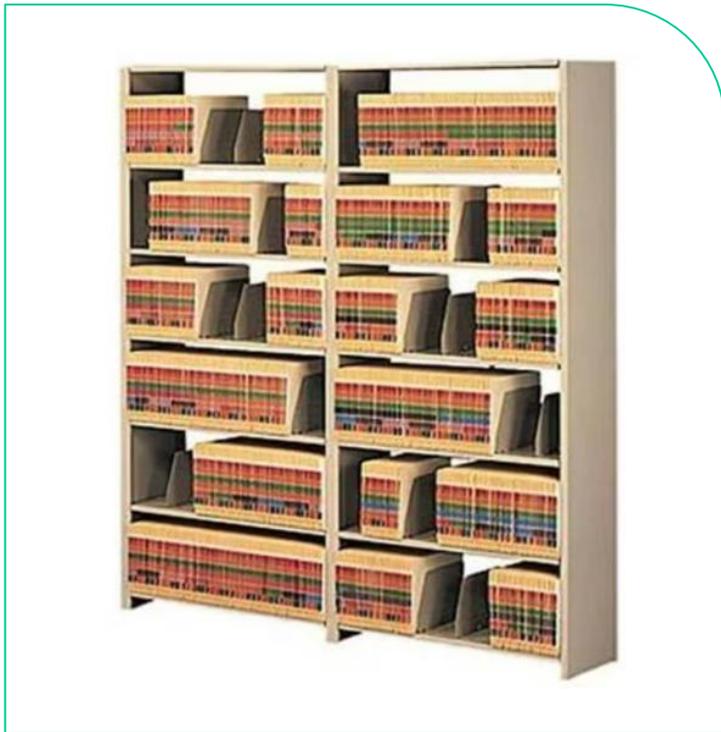
Traditional File Management Tools

File Folders



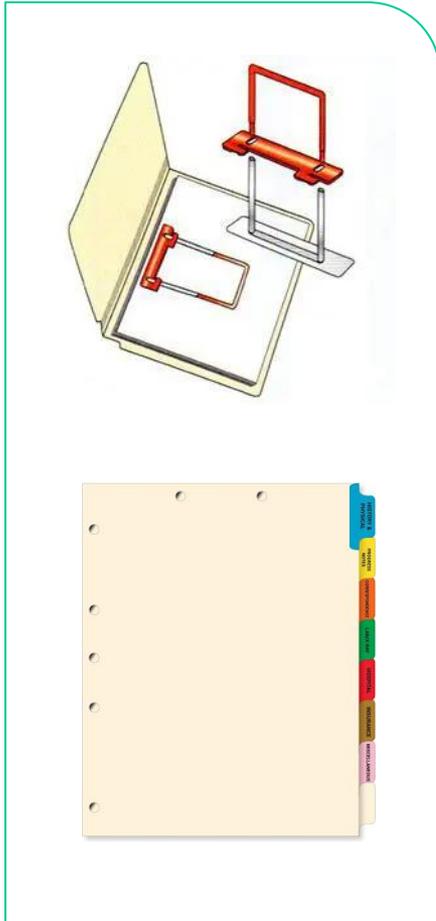
- Top tab and side tab folders
- 11pt., 14 pt. and 18 pt. manila folders and pockets with up to approximately 1" capacity
- Extra sturdy 25 pt. pressboard folders with up to 3.5" capacity, and optional interior partitions for organizing document-types
- Redrope expansion folders with up to 5.25" expansion
- Available with fastener clips to secure documents in-place

Color-Coded Filing



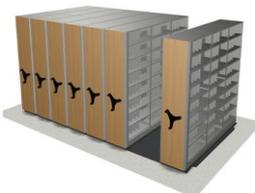
- Imagine a grocery store if all canned goods had white label with black print...how would you find what you are looking for, and, how would it be obvious that a can was in the wrong section?
- The human brain works well with visual inputs and works less well with cognitive reasoning
- The primary letters of a customer name or a customer # are each assigned a unique color, 0 – 9 and A – Z, forming patterns of color that guide filing process and that eliminate or illuminate misfiled records
- Placing a label on folder top or side enables visual versus cognitive filing and eliminates the need to pull folders in and out to read text information on a folder

Documents within Files



- Secure documents within folders via document fasteners
- Eliminate unthreading and rethreading of documents within a folder through use of 2-part document fasteners
- Utilize color-tabbed 'document type dividers' to organize documents based on subject matter

File Storage



- Enhance visual filing records management
- Store more files in less space
- Eliminate wasted aisle and drawer-opening space

Scalability



- **Office and Industrial Assets**
- **Parts and Tools for Facility Maintenance**
- **Warehouse item tracking**
- **Personnel tracking and mustering**



Tracker IoT

**1680 Fruitville Road, Suite 512
Sarasota, FL 34236**

**eric@trackeriot.com
info@trackeriot.com**

+1 941 375 9437